

October 24, 2003

CATALOGING POLICY AND SUPPORT OFFICE
ANNUAL REPORT
FY 2003
(October 1, 2002 - September 30, 2003)

Barbara Tillett, Chief
CPSO

INTRODUCTION

The Cataloging Policy and Support Office's mission is to provide leadership in the creation and implementation of cataloging policy within the Library of Congress and in the national and international library community; to support the effectiveness of the cataloging staff at the Library of Congress through guidance, advice on cataloging policy, and maintenance of bibliographic, authority, and classification records; to develop and support national and international standards for structure and content of bibliographic, authority, and classification records through cooperative endeavors.

CPSO is the principal LC unit handling error reports and answering queries from within and outside the Library about Library of Congress policies related to descriptive and subject cataloging, LC classification, MARC content designation, and policies regarding authority, bibliographic, holdings, and item records in the LC ILS - integrated library system. The chief, assistant chief, team leaders, and policy specialists are the respondents.

THIS YEAR'S HIGHLIGHTS

International Developments

Virtual International Authority File. The Library of Congress, OCLC (the Online Computer Library Center, Inc.), and Die Deutsche Bibliothek (the national library of Germany) have entered into a

cooperative agreement to test the concept of a Virtual International Authority File (VIAF) on the World Wide Web. A Memorandum of Understanding among the three organizations was signed August 6, 2003 in Berlin, Germany, during the World Library and Information Congress (the 69th General Conference of IFLA). Acting Deputy Associate Librarian for Library Services Beacher Wiggins signed the agreement for the Library of Congress. The VIAF will provide open access on the World Wide Web to approximately two million records for personal names from Die Deutsche Bibliothek (DDB) and more than 3.8 million personal name records from the Library of Congress (LC). In cases where both national libraries have a record for a personal name, the VIAF will link the two records so that users can view the information in both, using the search techniques they prefer. The VIAF project offers immediate benefits in making cataloging more efficient and catalog searching more precise. The VIAF also holds long-term promise as a basic building block of the "Semantic Web"--a future version of the Web that will facilitate human-to-human, human-to-computer, and computer-to-computer communication.

IME ICC. IFLA began sponsorship of a series of world regional International Meetings of Experts on an International Cataloging Code, the first of which was held in Frankfurt, Germany this year. IME ICC will explore similarities and differences in current national and regional cataloging rules in an attempt clarify where variations for languages and cultural differences may be needed and where rules might be the same. The goal of the meetings is to increase the ability to share cataloging information worldwide by promoting standards for the content of bibliographic and authority records used in library

catalogs. CPSO's chief moderated the meeting (and chaired the planning committee). Future regional meetings will be in Buenos Aires (2004; Central and South America), the Middle East (2005), Seoul, Korea (2006; Asia), and Durban, South Africa (2007; Africa).

LCC Class K. Since completion of the law schedules at the close of last fiscal year and the beginning of this one, the influence around the world of that monumental accomplishment has continued to grow as more and more libraries have begun to reclassify their law holdings or plan such projects. CPSO's law classification specialist has provided instruction to a wide number of LC and external constituencies in use of the newest schedules (religious law).

JSC and IFLA. CPSO has been highly visible in the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules (JSC) and the International Federation of Library Associations (IFLA). As LC's representative to the JSC, CPSO's chief, assisted by descriptive cataloging specialists, prepared documents for the semi-annual meetings during 2003, disseminated information within LC about JSC activities, solicited comments from LC staff about proposals before the JSC in order to formulate LC's official response to them, and planned the future development of AACR, which includes a third edition projected for 2005/2007. In IFLA, the chief's work has been principally in the areas of Functional Requirements for Bibliographic Records (FRBR), Functional Requirements for Authority Numbers and Records (FRANAR), the Virtual International Authority File (VIAF), the investigation of cataloging codes around the world, and re-examination of the "Paris Principles" adopted by the International Conference on Cataloguing Principles in 1961, and as Chair of the Cataloguing

Section of IFLA: the exploration of metadata schemas, a multilingual dictionary of cataloguing terms and concepts, an authoritative documentation of anonymous classics in Europe, the ISBDs, and guidelines for OPAC displays. Her activities in the JSC and IFLA led to invitations to the chief to speak and consult this year in the library community world-wide, including the United States, Europe, and Asia. That FRBR is now being incorporated into the development of AACR and other major cataloging codes worldwide has prompted examination of its potential usefulness to authority control of name headings.

Local Developments

Outreach of another type occurs in the service of CPSO staff as instructors for courses in aspects of cataloging and classification, which they teach at LC and at institutions and meetings throughout the United States and often abroad. They themselves develop the classes they teach, which include a standard range of courses repeated several times each year, courses prompted by new cataloging developments, and customized courses in response to requests from LC staff. Several new courses were introduced this year to an already rich number of offerings. Some classes are now available in more than one version, length, or level. And instruction was offered frequently, with the result that some policy specialists spent more time in the classroom than they had in the past.

New Directions

Authority records for free-floating subject subdivisions.

Subject policy specialists and the Subject Headings Editorial Team

completed the creation of the initial set of authority records to control free-floating subdivisions in LCSH and included them in a new expanded introduction to subdivision usage in the newest edition of LCSH.

Digitization of rare law materials. CPSO's law classification specialist is among the prime movers of a new project to make available on the World Wide Web digitized versions of rare and important law materials, of which LC's extraordinarily rich holdings are only now becoming known. Library participants in the project will raise the money needed to finance it as well as provide the bibliographic resources to be digitized.

OVERVIEW OF ACTIVITIES

CPSO represents the Library in various international and national cataloging and metadata policy bodies and professional organizations, collaborates in the creation and revision of cataloging standards, promotes the maintenance of standards by offering continuing education, and reports to colleagues and sister organizations and institutions on Library of Congress cataloging activities. In terms of the visibility of CPSO's involvement, the most important among the organizations where CPSO represents LC are the JSC, the IFLA Cataloguing Section, several sections or committees in the the American Association of Law Libraries and the American Library Association (ALA), and the United States Board on Geographic Names Domestic Names Committee. The professional organizations and other groups in which staff served were:

American Association of Law Libraries

AALL Publications Series (development of a handbook on using
 LCC class K)
 Advisory Committee for LC Law Classification
 American Indian Caucus
 Collaborative project to digitize significant rare law
 materials
 Education Committee Legal History and Rare Book Special
 Interest Section
 Foreign, Comparative and International Law Special Interest
 Group
 Education Committee
 Long-Range Planning Committee
 Roundtable for Head Catalogers at Large Libraries
 Roundtable for Heads of Technical Services
 Standing Committee on Cataloging and Classification
 Technical Services Special Interest Group
 Member-at-Large, Executive Board
 Standing Committee on Cataloging and Classification
 Tribal Law Collaborative Collection Development Round Table
 American Library Association (ALA)
 Committee on Cataloging: Description and Access (CC:DA; LC
 representative)
 CC:DA Task Force on Consistency across Part I of AACR2
 MARBI
 Subject Analysis Committee (LC representative)
 Subcommittee on Fiction Cataloging Guidelines
 Subcommittee on Reference Structure
 Subcommittee on Semantic Interoperability
 Subcommittee on Training
 Association of Moving Image Archives (AMIA) Moving Image Gateway
 (consultant to planning group)
CONSER Cataloging Manual revision committee
 Council on Geographic Name Authorities
 DELOS/NSF Working Group on Actors/Roles (authority control
 metadata)
 EAD/EAC (authority control in the archival community)
 Dublin Core Working Group on Agents (authority control metadata
 on the World Wide Web; linking national authority files)
 First IFLA Meeting of Experts on an International Cataloging
 Code, Berlin, Germany (chair, planning committee)
 International Association of Music Libraries, Archives, and
 Documentation Centers
 Constitution Revision Committee
 International Conference on Authority Control, Florence, Italy
 International Federation of Library Associations
 Cataloguing Section (chair; ALA representative; secretary)
 Classification and Indexing Section (secretary)
 Division IV: Bibliographic Control (incoming chair, 2003)
 Coordinating Board (incoming chair, 2003)
 Functional Requirements and Numbering of Authority Records
 Working Group
 Governing Board
 ISBD Series Study Group

- Professional Committee
- JSC (LC representative)
- Music Library Association
 - Joint Committee on the MLA Archives
 - Subject Access Subcommittee
- NISO Thesaurus Revision Advisory Group (revision of ANSI/NISO Z39.19)
- OCLC
 - Faceted Application of Subject Terminology Task Group
 - Research Advisory Committee
- Program for Cooperative Cataloging
 - BIBCO Operations Committee
 - CONSER Operations Committee
 - Standing Committee on Standards
 - Standing Committee on Standards Task Group on Conference Publications
 - Standing Committee on Training
- United States Board on Geographic Names Domestic Names Committee (chair)
- Virtual International Authority File (VIAF) (LC/Die Deutsche Bibliothek/OCLC Joint Personal Name Authority Project)

CPSO staff also served as official and informal consultants to many organizations, sometimes carrying out their responsibilities away from the Library, and sometimes by meeting with visitors to LC. This year staff collaborated with representatives from:

- ALA Publishing (AACR2 index)
- BIBCO
 - BIBCO Cataloging Manual* (reviewer, new module on integrating resources)
- Biblioteca Alexandrina (CPSO operations)
- Bibliothèque nationale de France, Paris (metadata policy issues; cataloging policies for special materials;, especially in digital formats)
- British Library (cataloging monographic series and multipart items; series authority records; ILS implementation)
- Casalini Libri (LCSH and LCC numbers on vendor records)
- Central Institute for a Union Catalog for Italian Libraries and for Bibliographic Information, Rome (ICCU; authority control; cataloging codes)
- Cartographic Materials: a Manual of Interpretation for AACR2*. rev. ed. (reviewer)
- Commissione permanente per l'aggiornamento delle RICA (the Italian cataloging rules), Rome
- CONSER
 - CONSER Editing Guide* (reviewer of revision)
 - CONSER Cataloging Manual* (new module on integrating resources)
- Getty Research Institute (Open Archives Initiative and other issues concerning managing and sharing digital content; the

Voyager system)
 Hong Kong Institute of Education, Media and Systems Services
 Section (CPSO)
 JSC (reviewer of revised AACR2 Index for 2003 Update)
 Librarians from Kazakhstan (CPSO, LCSH, LCC)
Los Angeles Times (press releases, quotations in articles in
 memory of Seymour Lubetzky a few weeks before his 105th
 birthday)
 National Institute of Informatics (Japan) (serials holdings)
 National Library of Canada/Bibliothèque nationale du Canada
 (AACR2 index)
 National Library of New Zealand Digital Initiatives Unit
 (metadata to support digital content)
New York Times (press releases, quotations in articles in memory
 of Seymour Lubetzky a few weeks before his 105th birthday)
 OCLC
 Extended WorldCat Management Committee and Product Teams
 FAST research team
 Office of Research
 Research Advisory Committee
 Research Libraries Group (Unicode implementation; normalization;
 treatment of holdings information in the new client system)
 Russian State Library senior catalogers
 Serials Cataloging Cooperative Training Program
 Course on integrating resources prepared at the University of
 Wisconsin, Milwaukee (reviewer)
 University College, London (use of XML in research libraries)
 University of California, Berkeley Law Library (implementation of
 LCC law schedules; cooperative digitizing project for rare,
 early sources)
 University of California, San Diego (CPSO; training at LC for CJK
 cataloging; summer internship training for head of CJK
 acquisitions and cataloging))
 University of Hawaii, Manoa (implementation of Voyager; metadata
 and cataloging issues)
 University of South Africa, Pretoria (LCSH; series authority
 control)
 U.S. Department of State (LCSH; LCC; LC's various cataloging
 systems)
 VTLS (displays for music in an experimental FRBR OPAC)
 LC Asian Division summer interns (cataloging standards)
 Library science students from Simmons College (CPSO, LCSH, JSC,
 IFLA initiatives), University of North Carolina, Chapel Hill
 (CPSO)
 Vietnamese librarians and library school students

Within the Library, CPSO staff members were consulted by or
 collaborated with colleagues outside CPSO on a broad range of topics
 and activities, including:

APLO (bibliographic, holdings, and item records for in-analytic records)
 Acquisitions Directorate (implications of EZB participation (German suppliers) on the TrackER system for electronic resources)
 Asian Division (processing rare South Asian and Tibetan materials)
 CDS (enhancement of Classification Web with name authority records)
 Digital Reference Team (cataloging lesson plans, etc. on the American Memory Learning Page)
 Director for Cataloging (Acting) (drafted documents to celebrate first LC use of HKAN authority record, send good wishes to HKCAN staff and involve RCCD staff responsible)
 Geography and Map Division (bibliographic, holdings, and item records for in-analytic records for digitized resources)
 Hispanic Division (review of LCSH training materials translated into Portuguese and Spanish)
 History and Literature Cataloging Division (cataloging materials in Russian history; World War II biography and personal narratives; headings for buildings)
 Human Resources Office (job analysis panel)
 ILS Office and APLO: Testing a DSL connection for a model laptop for teleworking
 Law Library (collaboration for new publication, "Illustrated Guide to the Law in the LC Collections")
 LC outside auditors: Cataloging workflows in the ILS
 MBRS (future of "Moving Image Genre-Form Guide"; conversion of a series authority card file)
 Northern European Acquisitions Section (series treatment decisions; series authority records)
 Office of Strategic Initiatives (reviewer, digital life cycle framework document; pilot project for OpenURL technology using the *Handbook for Latin-American Studies*)
 P&P (cataloging of born-digital and computer-generated pictures)
 RCCD (processing rare South Asian and Tibetan materials; implementation of KPB Islamic law and revision of BP Islam;)
 Science and Technology Division (use of the 985 field for certain public service functions)
 Selection officers (how to ascertain whether a publication is a serial)

Within the Library, CPSO staff sat on various Cataloging Directorate and Library Services committees and official units. These include:

American Memory Digital Conversion Group (liaison to the Cataloging Directorate)
 Baseline Inventory Program (co-manager)
 Catalogers Reference Collection Steering Committee (chair)
 Cataloging Directorate
 Management Decision Evaluation Package FY '05 "Red Team" (arrearage reduction)

Strategic Plan, Work Group 2 (Processing Rules Analysis Group), Goal 4 (chair)
 Strategic Planning exercise
 Cataloging Management Team subgroup to review Cataloging Directorate projects and enhancements related to the ILS and ILS program staff resources
 Copyright Office Business Process Reengineering "Register Claim" Implementation Team
 CPSO and ILS Documentation Revision Group
 Data Policy Group (chair)
 Digital Strategies Technical Review Committee (review of digital projects proposed by Library Services)
 ECIP (administrator/liaison for CPSO)
 Emergency Evacuation Team (floor warden, back-up floor warden, zone monitors, stairway monitors, disability monitor; organized team members for all units on 3rd floor Adams Building)
 Emergency Management Team
 HLCD (cataloging of African Languages and literature)
 ILS OPAC Display Committee (Web authority records project)
 ILS Program (potential of "bibliographic linking" enhancement)
 Joint Interest Group for Processing of Serials in the Copyright Office
 LC Bicentennial Action Plan
LC Cataloging Newsline (editor; reporter from CPSO)
 LC Cataloging Workflow and Organization Joint Issue Group, LS-Copyright Business Process Improvement
 LC MARC Review Group
 Library Services Coordinating Team for Copyright Office Business Process Reengineering
 Little Loaders (subgroup to convert MBRS CuadraStar records to MARC21)
 Metadata Policy Group (co-chair)
 Music Cataloging Advisory Group (chair)
 Music Subjects Group
 NLS/BPH (their Voyager database)
 Portals Applications Issues Group
 Records, Items, Barcodes Subgroup
 Serial Record/CPSO Bibliographic Issues Group
 Serials Control and Inventory Management Subcommittee
 Serials LCRI Group
 Voyager "locations summit" for materials being moved to Fort Meade

DESCRIPTIVE CATALOGING

JSC. The increased pace of activity in the JSC required descriptive specialists to devote a significant portion of their time to fulfilling the Library's responsibilities within this international

body. CPSO's work concerns not just official representation of LC, but the development, drafting, and review with catalogers at LC of the sections of AACR2 that are under discussion. That work extends to the implementation of AACR2 at LC, which inevitably involves the Library of Congress Rule Interpretations (LCRIs). Among the major tasks that occupied CPSO was preparation of drafts for chapters and other sections of AACR2, including such issues as incorporation of FRBR concepts and terminology, consistency across Part I, review of a draft Introduction, use of conventional terminology for physical description of non-book materials, electronic resources, continuing resources, and incorporation of authority control. CPSO staff also proofread the entire 2002 revision of AACR2 twice. CPSO staff wrote the particularly lengthy documentation for LCRI *2002 Update, No. 2*, which incorporated *Amendments 2001* to AACR2. The LCRIs pertaining to the 2002 Revision of AACR2 began to appear in LCRI 2002 Update, No. 2 and No. 3. The redrafted chapter 12, previously 'Serials' and now 'Continuing Resources,' required CPSO to participate in extensive reviews as the chapter evolved and to write clear, comprehensive documentation to train our catalogers to use it.

IFLA. The participation of CPSO in descriptive cataloging activities within IFLA is influential and visible. CPSO's principle IFLA activities are summarized near the beginning of this report, and the specific units in which CPSO is active are listed in the Overview of Activities section in this report.

SUBJECT CATALOGING

Subject Headings. Among the largest projects of the past year

were the reformulation of headings for battles and the change from the heading 'Handicapped' to 'People with disabilities.' Now, headings for battles are structured in the same way as other events headings and are no longer an exception. Along with the direct exchange of terminology to 'People with disabilities,' many related headings were also revised.

Subject Heading Editorial Team (SHED). The Subject Headings Editorial Team kept current with incoming proposals for new and changed headings in spite of having only two assistant editors. Over 7,200 new proposals were processed and 14,400 corrected records, a total of over 21,800 transactions for the fiscal year. The size of the database is now 277,400 records. The project to add field 781 to geographic headings was completed. Altogether over 35,000 records were corrected. The editor (team leader) continued to experiment with correcting subject headings in bibliographic records using BatchCat. One descriptive heading was also corrected as part of this experiment.

The SHED editor provided the data for a new section in the annual printed edition of LCSH devoted to subject subdivisions. Entries in the LCSH list for 3,800 subdivisions were input manually by CDS staff, and proofread by the SHED editor. This edition of LCSH represented the first time subdivision records were included in 28 years.

BatchCat. BatchCat, a software package developed outside of LC and augmented internally at LC, is able to change large numbers of bibliographic records that all need to be modified in the same way. The Cataloging Directorate automation liaison has been testing it; SHED began experimenting with it in August 2003, and during this fiscal year used it for several projects. With the aid of some

customizing, the projects were completed without error and in an amount of time far below that of the manual methods that would otherwise have been used: BatchCat processed an average of 440 records per hour as compared to an estimated 9 records per hour for manual corrections. Some of the larger projects were:

Old Heading	New Heading	Records changed
Australian aborigines	Aboriginal Australians	3,700
Afro-American[s]	African American[s]	14,700
Handicapped children	Children with disabilities	2,852
Mentally handicapped children	Children with mental disabilities	1,962
Moving-picture	Motion-picture	2,011
Moving-pictures	Motion pictures	3,205
Moving picture music	Motion picture music	1,368

The BatchCat experiment is preparing the way for a Database Maintenance Team in CPSO.

Classification. The assistant editors of the Classification Editorial Team have been working closely with senior policy specialists, Jolande Goldberg and Milicent Wewerka, to complete work on a new edition of KB Religious legal systems that will include KB Religious law in general. Comparative religious law; KBM Jewish law; KBP Islamic law; and the expanded and revised KBR/KBU Canon law. As part of the development of KBM, major revisions to BM Judaism were approved.

BIBLIOGRAPHIC FILE MAINTENANCE

While policy specialists continually upgrade bibliographic records as they do their other work, specific responsibility for bibliographic

file maintenance lies with the PREMARC/Quality Control and File Management Team. They are the ones who modify thousands of records to rectify problems discovered in machine-generated error reports, who make modifications in advance so that no errors will prevent proper import and export of records, and who correct access points in large sets of records after headings have been changed. This year the team concentrated on completing the Serial Record Division's SERLOC/Serial Project, which it accomplished during the last week of this fiscal year. Using PREMARC, SERLOC, and other serial records, the team compared duplicates, merged data from duplicate records, eliminated superfluous records, and upgraded certain data. Over the course of this project, which began in April 2000, the team identified and processed more than 111,000 duplicates.

Two staff members participated in the Baseline Inventory Program. Initially assigned for half-days, as the need for their expertise increased, so did the time they spent. The quality control members of the team continued their routines for database management. They processed approximately 35,000 RLIN duplicates and conflicts and over 20,000 regular bibliographic file maintenance and other reported errors.

TEACHING AND PRESENTATIONS

Outreach represents a major aspect of CPSO's mandate. Staff regularly provide workshops, courses, classes, and customized instruction not only inside LC, but to professionals from throughout the United States and well beyond. Major outreach activities are summarized at the beginning in this report, and outreach efforts are integral to some of

the activities mentioned in other sections. Below are listed specific presentations and recipients of instruction provided by CPSO staff that don't fall under any of those other rubrics.

Papers, Panels, Reports, etc.

American Association of Law Libraries, Technical Services Special Interest Section (FRBR in the OPAC)
American Library Association
ALCTS
 CC:DA (Functional Requirements of Bibliographic Records)
 CC:DA/MARBI Program on FRBR
 Committee to Study Serials Cataloging (LC's implementation of new cataloging rules for integrating resources)
 LC's semi-annual exhibit (LCSH)
American Society for Information Science and Technology (the LC/Ameritech Competition)
Bibliothèque nationale de France, Paris (digital special collections in LC's OPAC; delivered in French)
Central Institute for a Union Catalog for Italian Libraries and for Bibliographic Information, Rome (ICCU) (AACR2's strategic plan; IFLA's work toward an international cataloging code)
First IFLA Meeting of Experts on an International Cataloging Code, Berlin, Germany
Hong Kong Cooperative Library Network (keynote address: VIAF; LC cataloging projects)
IFLA International Conference on Authority Control, Florence, Italy
International Association of Music Libraries, Archives, and Documentation Centers conference, Tallinn, Estonia (impact of FRBR on library systems and cataloging codes)
International Seminar on Authority Control, Russian State Library, Moscow (creating a Russian national authority file)
Islamic Legal Studies Program/Harvard Law School Working Committee on the KBP draft Islamic law schedule and form tables
Libraries in the Digital Age conference, Dubrovnik, Croatia
OCLC Research Advisory Committee (FRBR in the MARC21 format; VIAF Memorandum of Agreement)
VIAF/FRBR class via a "chat-room" online and telephone hook-up, University of Illinois, Urbana-Champaign and University of Michigan (LEEP - joint classes, doctoral students and faculty from their library schools)

Courses, Workshops, and Other Instruction Given by CPSO Staff to Personnel from Other Libraries

ALCTS Institute on AACR2 and Metadata (current issues in the JSC; evolution of AACR; Dublin Core metadata; harvesting metadata for a virtual international authority file) held in Chicago, Ill.; Arlington, Va., San Jose, Calif.; Orlando, Fla.
American Association of Law Libraries advanced cataloging

workshop (class K)
 American Library Association (LC exhibit at ALA conferences; LCSH briefings)
 ARLIS/NA Cataloging Workshop, Baltimore (subject cataloging of art at LC)
 Bibliographical Center for Research
 Lawrence, Kan. (subject headings)
 Cedar Rapids, Iowa (subject headings; classification)
 Chinese American Librarians Association, Mid-Atlantic Chapter (FRBR)
 Law Librarians' Society of Washington, D.C. (AACR2 2002 Revision for serials and integrating resources)
 Middle East Librarians Association conference, Washington, D.C. (KBP Islamic law; Classification Web)
 New York Public Library (LCSH)
 New York University Law School (KBM Jewish law; KPB Islamic law)
 Program for Cooperative Cataloging
 BIBCO
 General instruction: Impact of AACR2 2002 Revision on cataloging of monographs and integrating resources
 Meeting: FRBR
 Stanford University (KBP Islamic law; Classification Web)
 University of California, Berkeley (KBM Jewish law; KBP Islamic law; NACO series training)
 Yale University (NACO series training)

Courses, Workshops and Other Instruction Given by CPSO Staff to LC Staff

The 2002 Revision of AACR2
 AACR2 briefings
 To initiate discussions for LC responses to issues pending
 To report on JSC meetings and decisions
 CPSO Information Sessions (reports from IFLA; other international initiatives)
 Holdings and item records
 Leadership Development Program orientation
 Office for Strategic Initiatives (ILS and its outside links; review of LC's "universal holdings" policies, digitization of brittle books)
 Team Leaders Forum ("AACR2 and Metadata")
 Treatment of bibliographic records for books digitized by American Memory
 Numerous instructional sessions arranged by request of individuals and small *ad hoc* groups
 Ongoing "office hours" in the Madison Building by CPSO policy specialists

Standard Courses Given by CPSO Staff to LC and PCC Staff:

TPAIO

Baseline Inventory Project
 Catalogers Desktop
 Classification Web
 Classification workshops

ILS SkillBuilders series
LCC in Minaret
Shelflisting
Subject cataloging workshops series
Voyager 2000
Web OPAC

Other

2002 Revision of AACR2: Impact on Integrating Remote Access
Electronic Resources
Advanced Serials Cataloging (Course in CONSER Serials
Cataloging Cooperative Training Program)
Impact of changes in the 2002 Revision of AACR2 on the
cataloging and updating of loose-leafs at LC
Implementing the new religious law schedules
NACO series training
NACO series authorities training
SACO workshops (proposing geographic headings, headings for
fine and decorative arts, headings for languages and
literatures)
Serials Cataloging Workshop
Series for Technicians
Subject Analysis Workshops

PROJECTS AND ACTIVITIES

The wide variety of activities in CPSO included projects of limited duration as well as continuing responsibilities. This year's activities included:

Classification of calligraphy
Coordination of improving bibliographic control of very rare law materials
DCM Z1 revision
Handling changes in mode of issuance; the impact of such changes on distribution of catalog records
History and Literature Cataloging Division: assistance in cataloging of African literature and language materials
ILS supplement to the *Subject Cataloging Manual: Shelflisting*
Planning for digitizing very rare law materials and American Indian law materials
Preparation of a new edition of Class M
Revising the definitions for subfield coding certain of elements in music uniform titles
Upgrading bibliographic records for books and pamphlets to link to their digital representation

PUBLICATIONS BY INDIVIDUAL STAFF MEMBERS

Geraldine Ostrove

"Recent Publications in Music," *Fontes artis musicae*, 47/4
(Oct.-Dec. 2000), p. 353-422.

Barbara B. Tillett

"Reports from 2002 IFLA Conference Held in Glasgow, Scotland,
August 18-24, Section on Cataloguing," Glenn Patton and
Barbara Tillett. *ALCTS Newsletter Online*, v. 13, no. 4
(winter 2002)

[http://www.ala.org/Content/NavigationMenu/ALCTS/Publications6/
ALCTS_Newsletter_Online1/Vol_13_No_4/News_IFLA.htm](http://www.ala.org/Content/NavigationMenu/ALCTS/Publications6/ALCTS_Newsletter_Online1/Vol_13_No_4/News_IFLA.htm)

"A Virtual International Authority File." Presentation for the
HKCAN Opening Ceremonies, October 4, 2002. Video:
<http://hkcan.ln.edu.hk/opening/index.htm>

"Контроль нормативных записей: на примере Библиотеки Конгресса и Виртуального
международного нормативного файла ИФЛА подготовлено," Dr. Barbara B.
Tillett (as translated and presented by Natalia Montviloff)
Moscow : Russian State Library, 28-29 March 2003. 12 p. (in
Russian)

"Accès aux collections numériques par le catalogue informatisé à
l'usage du public (OPAC) de la Bibliothèque du Congrès,"
presentation at the Bibliothèque nationale de France, March
31, 2003. (in French)

"Authority Control: State of the Art and New Perspectives," for
the International Conference on Authority Control, Florence,
Italy, Feb. 10-12, 2003. (In Press, AIB, in Italian, Oct.
2003; also to be published in English by *Cataloging &
Classification Quarterly* in winter 2004)

"AACR2 and Metadata: Library Opportunities in the Global Semantic
Web." Co-published simultaneously in *Cataloging &
Classification Quarterly*, v. 36, no. 3/4 (2003), p. 101-119;
and *Electronic Cataloging: AACR2 and Metadata for Serials and
Monographs*, edited by Sheila S. Intner, Sally C. Tseng, and
Mary Lynette Larsgaard. Haworth Press, 2003, p. 101-119.
(ALCTS Institute on Metadata and AACR series)

"International Conference on Authority Control, Florence, Italy,
10-12 February 2003, a report." *International Cataloguing and
Bibliographic Control*, v. 32, no. 3 (July/Sept. 2003), p. 50-
51.

"FRBR (Functional Requirements for Bibliographic Records)."
Technicalities, v. 23, no. 5 (Sept./Oct. 2003), p. 1, 11-13.

PUBLICATIONS MENTIONING OR FEATURING CPSO STAFF MEMBERS

OCLC Newsletter, no. 258 (Oct. 2002), p. 14 - Photo and mention of
Barbara Tillett at the Research Advisory Committee Meeting

"Cataloging in the Digital Environment; Report of the lecture by Dr.
Barbara B. Tillett, Chief, Cataloging Policy and Support Office,
Library of Congress," *National Diet Library Monthly Bulletin*, v.
496 (July 2002), p. 20-25 (in Japanese).

"Personalia, Interview: Barbara Tillett," *Zeitschrift für
Bibliothekswesen und Bibliographie*, 50. Jahrgang, Heft 4 (Aug.

2003), p. 228-232.

STAFF HONORS

The Cataloging Distribution Service (CDS) and CPSO recognized the accomplishments of LC staff who participated in the creation, review, and updating of the MARC Classification database and the publication of the Library of Congress Classification (LCC) as print volumes generated from the database, and as an online product. The undertaking, massive in scope, began in the early 1990s with the online conversion of individual classes and subclasses of LCC by various contractors and by LC staff. It continued through the 1990s with the review, editing, and publication of the LCC schedules in print and CD-ROM formats, and culminated in 2002 with the launch of World Wide Web access to the full LCC for the library community worldwide.

The project required the knowledge and expertise of staff from six different divisions, including the Cataloging Policy and Support Office for database content, the Network Development and MARC Standards Office for system development, the Technical Processing and Automation Support Office for training, the Cataloging Distribution Service for publication and distribution of LCC products, Contracts and Logistics for the procurement of Minaret data management software and consultant services, and the Office of General Counsel for legal review of software contracts and license agreements.

The following CPSO staff received special achievement honorary or cash awards: Paul Weiss; Mary Kay Pietris; Millicent Wewerka; Geraldine Ostrove; and members of the Classification Editorial Team:

Barry Bellinger, Kent Griffiths, Nancy Jones, and Dorothy Thomas.

CPSO staff members who received other awards:

Robert M. Hiatt. On-the-Spot Award from the Cataloging Management Team on the 10th anniversary of *LC Cataloging Newsline*

Geraldine Ostrove. On-the-Spot Award from the Cataloging Management Team on the 10th anniversary of *LC Cataloging Newsline*

David Reser. Special Achievement Award from the Register of Copyrights for contributions in 2001-2002 to the Copyright Office Business Process Reengineering Project

Milicent Wewerka. On-the-Spot Award from the History and Literature Cataloging Division for helping to eliminating the subclass PL arrearage

PERSONNEL

Length of Service Awards

Judith A. Kuhagen, 30 years

Mary Kay Pietris, 30 years

Allis Robinson, 30 years

Barry Bellinger, 35 years

Contract

Elizabeth Mangan, January 2003. To support editing of AACR-CM (published later in year by ALA Publishing)

Details

To CPSO

Pat Alexiou (Romance Language Team; series queries, etc.)

Caroline Arms (American Memory; metadata issues, cataloging digital materials)

Louise Bacharach (Hispanic Team; respond to queries; database maintenance; documentation)

Thomas Bishop (SMCD; updating online bibliographic records, including adding links to digital manifestations)

Anri Kuwatsuki (Physical Sciences Team; series queries, etc.)

Suzanne Socker (Slavic History and Literature Team; series queries and problem reports)

From CPSO

Ann Bowman and Daphne Lee, to the Baseline Inventory Program (assist with quality review and problem resolution)

Retirements

Harold Brooks (PREMARC/QCFM)

APPENDIX I

PUBLICATIONS

From CPSO

Cataloging Service Bulletin. quarterly
Free-Floating Subdivisions; an Alphabetical Index. annual
LCC Outline (new ed.)
Library of Congress Rule Interpretations. semi-annual updates
Library of Congress Subject Headings. annual

Other internal

MARC Code List for Geographic Areas. occasional
MARC Code List for Languages. occasional

Other (CPSO staff were contributors, reviewers, etc.)

AACR2
Proofreaders
PCC training materials on integrating resources
TPAIO handouts for training on shelflisting of analytics

CPSO Public and Staff Web Pages

781 Field (Subdivision Linking Entry-Geographic Subdivision) in
Name Authority Records
2002 Revision of AACR2 & LC Implementation: Dec. 1, 2002.
Barbara B. Tillett Chief, CPSO
2002 Revision of AACR2 Impact on Integrating Remote Access
Electronic Resources. Presentation by David W. Reser, CPSO
AACR2, 2002 Revision, Chapter 12, etc.; Prospector ...
Presentation, Denver, Colorado, September 19, 2002. Judith A.
Kuhagen, CPSO
AACR2 2002 Revision: Impact on Updating Loose-Leafs Training
Sessions at LC Nov. 14 & Nov. 19, 2002. Presentation by Judith
A. Kuhagen, CPSO
Aboriginal Australians and Aboriginal Tasmanians
Cataloging Service Bulletin, No. 100 [corrections]
Change in AACR2 Rule 21.30J
Change in Practice for Counting Non-filing Characters in MARC 21
Class M Review Documents
Introduction
Outline
Draft
Tables for Obsolete Numbers
List of Class M Tables
New and Revised Tables
Codes in Use at the Library of Congress for 856 \$q (Electronic
Format Type)
CPSO Annual Report for Fiscal Year 2002
Current Library of Congress Rule Interpretations
LCRI 1.7B, Order of Notes
Library of Congress Authority Records on the Web
Library of Congress Implementation of the 2003 Update to the 2002

AACR2
Library of Congress Implementation of the 2002 Edition of AACR2 -
Significant Changes
List of Sources Relating to Metadata for Digital Content
MARC Code List for Countries
MARC Code List for Geographic Areas
MARC Code List for Languages
MARC Code List for Relators, Sources, Description Conventions
Monograph, Serial, or Integrating Resource: Guidelines for Making
the Decision (LCRI 1.0)
Obsolete and Optional Numbers in the Library of Congress
Classification
Revised LCRIs Available for Review
Revision of LCRI 21.3B
Selected Documents from *Library of Congress Rule Interpretations*,
2002, Update No. 4
Subdivision Authority Records (18X)
Subject Cataloging Manual: Shelflisting (ILS Supplement)

APPENDIX II

CPSO STATISTICS FY03

Arrearage reduction	
African language and literature cataloging for HLCD	
Items cataloged	312
New subject authority records created	51
Subject authority records updated	12
Classification proposals	39
Hours spent	79.5
ASCD encoding level 7 copy cataloging titles referred for subject heading/classification number authority work and end-stage processing	49
Cataloging for the Law Library	
New inputs	108
Subject cataloging (classification; subject headings)	252
Pipeline serials cataloged	39
Replacement copies added to the general collection	91
Classification Editorial Team	
New classification numbers approved	4,998
Classification numbers changed	715
Policy Team and Team Leaders	
Correspondence sent TOTAL	12,325
Within LC	4,852
Outside LC	7,473
CPSO e-mail account messages received	11,879
Weekly average	228
Error reports handled TOTAL	8,621
Reports from LC	5,848
Reports from outside LC	2,773
Telephone inquiries TOTAL	1,162
Within LC	1,071
From outside LC	91
PREMARC/Quality Control and File Management Team	

Database management transactions	20,000
SERLOC/Serial record merge project	
TOTAL records merged	111,144
Records merged this fiscal year	11,530
TOTAL problems identified for Serial Record Division to resolve	31,012
Problems identified for Serial Record Division to resolve this fiscal year	1,455
Series Authority Records (SARs)	
Forwarded by PCC libraries	20
Bibliographic records updated for those SARs	829
Forwarded by LC catalogers	9
Bibliographic records updated for those SARs	214
Total records updated	1,043
Bibliographic records simplified	42
Subject Headings Editorial Team	
New subject headings	7,200
New subdivision records	3,296
Cancelled subject headings	159
Changed subject headings	14,400
Field 781 added to geographic headings	35,000
TOTAL transactions	60,055
Size of database at end of FY	277,400
Visitors TOTAL	776
LC	755
From outside LC	21